



# Passport

To access arrangements



# Passport to access arrangements

Educational centres must monitor the use of access arrangements used in internal school tests and mock examinations, in order for the arrangement to be granted in actual examinations.

Joint Council for Qualifications Document:

## **Pre-examination adjustments for candidates with disabilities and learning difficulties.**

### **Access Arrangements and Reasonable Adjustments.**

General and Vocational qualifications.

With effect from 1 September 2015 to 31 August 2016

Extracts:

#### **4.2 Principles for centres**

- 4.2.7 **The SENCo and/or the specialist assessor must work with teaching staff, support staff and exams office personnel to ensure that approved access arrangements are put in place for internal school tests, mock examinations and examinations.**

The candidate **must** have had appropriate opportunities to practise using the access arrangement(s) before his/her first examination, e.g. a computer reader, past awarding body modified enlarged papers, a scribe or speech recognition technology.

- 4.2.8 If a candidate has **never** made use of the arrangement granted to him/her, e.g. 25% extra time or supervised rest breaks, then it is **not** his/her normal way of working.  
**The arrangement should not be awarded for examinations.** (The centre would have monitored the use of the arrangement in internal school tests and mock examinations.)

Joint Council for Qualifications: [www.jcq.org.uk](http://www.jcq.org.uk)

**Details of Access Arrangements applied for.**

Please tick any access arrangements that the student is entitled to have, and that have been applied for. Then refer back to this page as a reference for what should be provided in class tests, mock exams etc.

Student Name	
<b>CSW Role</b>	<b>Access arrangement</b>
<input type="checkbox"/> Practical assistant	<input type="checkbox"/> Separate Room
<input type="checkbox"/> Prompter	<input type="checkbox"/> Extra Time (%) .....
<input type="checkbox"/> Oral Language Modifier	<input type="checkbox"/> Modified exam Paper
<input type="checkbox"/> Reader	<input type="checkbox"/> Supervised Rest Breaks
<input type="checkbox"/> Scribe	<input type="checkbox"/> Word Processor
<input type="checkbox"/> Sign Language Interpreter	<input type="checkbox"/> Transcript of Listening Test/Video
	<input type="checkbox"/> Voice-Activated Software
	<input type="checkbox"/> Early Opening of Paper
Other	

## Details of Access Arrangements used.

Please provide details of all school tests, mock examinations, class tests etc., and tick which access arrangements have been used. Subject tutor should sign where shown.

Student Name		Date
Subject		
Session (mock, class assessment) & Time		
<b>CSW Role</b> <input type="checkbox"/> Practical assistant <input type="checkbox"/> Prompter <input type="checkbox"/> Oral Language Modifier <input type="checkbox"/> Reader <input type="checkbox"/> Scribe <input type="checkbox"/> Sign Language Interpreter		<b>Access arrangement</b> <input type="checkbox"/> Separate Room <input type="checkbox"/> Extra Time <input type="checkbox"/> Modified exam Paper <input type="checkbox"/> Supervised Rest Breaks <input type="checkbox"/> Word Processor <input type="checkbox"/> Transcript of Listening Test/Video <input type="checkbox"/> Voice-Activated Software <input type="checkbox"/> Early Opening of Paper
Notes (where applicable)		
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